

EXERCISE PROGRAM

**Status:** Active Policy  
**Effective Date:** July 1, 2006 through June 30, 2008  
**Revised Date:** N/A  
**Approved By:** J. Stephen Fletcher, CIO  
**Authority:** UCA 63F-1-106

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10.1 PURPOSE

This policy and procedure is intended to encourage the development and maintenance of healthy lifestyles.

10.1.1 Background

The Department of Technology Services recognizes that worksite health promotion programs can increase employee morale, decrease absenteeism, lower medical utilization rates, and, most importantly, increase an employee's chances of living a healthy and productive life.

10.1.2 Scope

Full-time benefits-eligible employees of the Department of Technology Services (DTS) are eligible to participate in this program.

10.1.3 Exceptions

Employees on formal corrective or disciplinary action are not eligible to participate in this program.

10.2 POLICY

DTS offers eligible employees the option of using a maximum of 30 minutes a day, three times weekly during their scheduled work hours, to participate in an exercise program. Employees, with the approval of their Supervisor, may use the 30 minutes in conjunction with their lunch time. Supervisors shall not authorize employees to use the 30-minute period at the start of the workday to delay arrival, nor at the end of the workday, thus allowing them to leave early.

- 10.2.1 Exercise time must be pre-approved by the employee's immediate Supervisor to ensure that normal department operations will be maintained. Authorization to participate in this program may be revoked if the provisions of the program are violated or if the program interferes with the employee's ability to complete work assignments.

- 10.2.2 This time is expressly for exercise and may be used for any appropriate physical fitness promoting exercise. It is not intended in any way to provide extra time for personal matters other than physical fitness exercise that consists of 30 consecutive minutes.
- 10.2.3 Exercise time is not cumulative (i.e., time not used during the week cannot be carried over into the next week, nor can an employee use more than 30 minutes on a given day).

### 10.3 PROCEDURE

- 10.3.1 An employee shall request permission from his or her Supervisor to participate in this program.
- 10.3.2 An employee approved to participate in this program shall complete the DTS Employee Fitness Agreement and secure the signature of his or her Supervisor.
- 10.3.3 Exercise time under this program shall be recorded as administrative leave on an employee's timesheet.

### APPENDIX A: SAMPLE FORM

The following form is for demonstration purposes only. Contact the Department Human Resources Technician for a current version.

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### DOCUMENT HISTORY

Originator:	Larene Wyss, DTS HR
Next Review:	May 15, 2008
Reviewed Date:	June 14, 2006
Reviewed By:	Larene Wyss, DTS HR

**DEPARTMENT OF TECHNOLOGY SERVICES**  
**Exercise Agreement**

The Department of Technology Services grants permission to \_\_\_\_\_ to participate in an exercise program to promote the physical well-being of the employee.

**General Provisions**

The provisions of the DTS Exercise Program policy govern this exercise program. The authorization to participate in this physical fitness program will remain in effect unless:

- a. there is a violation of the terms of this agreement and/or the intent of the program as defined in departmental policy; or
- b. the program is canceled or otherwise determined to be unauthorized by competent authority.

It is intended that this program be enacted whereby the exercise period is an extension of the normal lunch break. Exceptions may be authorized by the division director should special circumstances warrant such action. The days and times in which the undersigned employee anticipates exercising are:

Day of Week

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

One-half hour per day for a maximum of three days per week can be used as a part of this program. Exercise periods cannot be used to shorten the workday.

**Certification and Authorization**

By signing, I certify that I understand and agree to all terms and conditions of the department's Exercise Program as addressed in departmental policy and on this agreement form.

Following is a brief description of my intended exercise program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date: \_\_\_\_\_

Field Office IT Director \_\_\_\_\_

Date: \_\_\_\_\_